Request for Offers (RFO) Addendum

RFO Number: RFO0083

Addendum Number: 1

Date of Addendum: September 23, 2015

Original Due Date, Time: September 25, 2015, 3:30PM

Revised Date, Time (if changing): N/A

Title: MMB Enterprise Oracle Peoplesoft Projects

SCOPE OF ADDENDUM

The following are changes to the RFO: **Revising the Proposal Submission Instructions, Project Milestones and Schedule, and Submissions Format Sections,** (In this Addendum, changes to pre-existing RFO language will use strike through for deletions and underlining for insertions) and **Posting Questions and Answers** for this RFO.

Proposal Submission Instructions

- **Vendor is limited to submission of ~~2 resumes/candidates~~ - 1 proposal in response to the Request for Offers. The proposal may contain only 1 resume of the resource that would complete the deliverables.**
- Response Information:
    - Tim Willson, MN.IT@MMB CTO
    - Tim.Willson@state.mn.us
    - How to label the response: MMB Enterprise Oracle Peoplesoft Projects
- Submit to Tim Willson via email: tim.willson@state.mn.us; also send a copy to: Roleen.marchetti@state.mn.us
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

Project Milestones and Schedule

- Project Starting Date(s)
    - Implementation of Recruiting Solutions Module for HCM, go live scheduled for 4th quarter 2015, already in progress.
    - Multiple PeopleSoft upgrade projects, work beginning in 3rd quarter 2015 through 2017, planning in progress
    - PeopleSoft PeopleTools Upgrade from 8.53 to 8.54, 3rd quarter 2015 through 2nd quarter 2016, Planning in Progress
- Key deliverable dates

- o   Recruiting Solutions December <u>31,</u> 2015
- o   PeopleSoft Tools ~~spring 2016~~ <u>June 30, 2016</u>
- o   ELM92 December, <u>31</u> 2016
- o   FMS92 ~~December, 2017~~ <u>September 30, 2017</u>

Submission Format

The proposal should be assembled as follows:

1. **Cover Page**
   Vendor Name
   Vendor Address
   Vendor City, State, Zip
   Contact Name for Vendor
   Contact's direct phone/cell phone (if applicable)
   Contact's email
   Resource Name being submitted

2. **Overall Experience:**

   1. Provide narrative, including companies and contacts where your resource has demonstrated the required skills as previously noted. If pass/fail requirements are not met, the State reserves the right to discontinue further scoring of the proposal.

   2. Points will also be awarded based on the desired skills noted above. Provide one paragraph which highlights the resource's desired skills noted above.

   3. Attach a resume~~(s)~~ for proposed resource~~(s)~~ in addition to the narrative description. Be certain the resume has dates of work and notes whether the resource was an employee or consultant.

   4. Also include the name of 2 references who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.

3. **Cost Proposal**
   Submit the table below, identifying the candidate~~(s)~~ and their corresponding hourly rate. **This must be in a separate document**, not included in the body of your technical proposal.

Deliverable	Est. Number of Hours to complete deliverable	Proposed Hourly Rate*	Total Cost for Deliverable
Recruiting Solutions Secure Enterprise Search (SES) Integration & Module implementation			
Upgrades to Oracle PeopleSoft applications from 9.1 to 9.2 for ELM, FMS			
Implement upgrade to HCM's Recruiting Solutions module			
Oracle PeopleSoft PeopleTools upgrade 8.53 to 8.54			

*cannot exceed the maximum hourly rate that your company is approved for under the Developer/Programmer category

Posting of Questions and Answers

Q1a. Please explain your expectations regarding the estimated number of hours in the cost proposal.
A1a. This is a fixed bid contract. The hours that are identified per deliverable will be used for informational purposes. The total cost of the project will be used for scoring.

Q1b. Will you be providing any additional information from your project plans or other sources to better understand the scope/requirements defining the necessary tasks?
A1B. These are the anticipated key deliverable dates that will be followed for the project

Key deliverable dates
- Recruiting Solutions December 31, 2015
- PeopleSoft Tools June 30, 2016
- ELM92 December 31, 2016
- FMS92 September 30, 2017

Q2. What is the duration the resource is expected to work (project is ending in 2017)?
A2. October 2015 through September 2017

Q3. Is it a fixed bid project or is it based on time and material?
A3. Fixed bid based on deliverables.

Q4. Will this be a time and materials contract?
A4. No

Q5. Is there an incumbent candidate?
A5. No.

Q6a. Do you currently have any consultants in place performing these functions?
A6a. We have consultants who are working on the States ERP applications who may be submitted by a vendor for these projects.

Q6b. If so, will this incumbent be considered for this role?
A6b. All Vendor bids will be considered.

Q7. How frequently will a vendor be allowed to invoice?
A7. Invoices will be submitted upon completion of each deliverable as outlined in the work order.

Q8. Since you are asking for estimated times to complete the deliverables, how will these estimates be taken into consideration while doing the evaluation?
A8. This is a fixed bid contract. The hours that are identified per deliverable will be used for informational purposes. The total cost of the project will be used for scoring.

Q9. If it is determined that the initial estimates of time prove to be too high or too low once a resource starts the project, how will that affect the contract, the project, and the provided resource?
A9. Timelines will be negotiated prior to finalization of the work order. The State will work with the vendor to determine reasonable time frames for each deliverable.

Q10. How many positions?
A10. The State is looking to hire only one resource at this time.

Q11. How many consultants are you expecting to add to the current team?
A11. Not yet determined for all the projects. Current need is for one resource.

Q11. Will the State pay for Travel & expense on top of the bill rate allowed in the rate card, or does the maximum rate on the card reflect the total hourly amount the State is willing to pay.

A11. The State is not willing to pay travel or subsistence costs for this project.

Q12. Are you looking for one person with all of the required skills and PeopleSoft module experience, or can two individuals be considered if they cover all the requirements?
A12. Each resource submitted must meet the required skills, or they will not be considered.

Q13. The Proposal Submission Instructions state we are limited to a submission of 2 resumes/candidates. Does this mean we are to submit only two candidates for all four projects or that we are to submit a maximum of two candidates for each of the four projects listed?
A13. See the addendum above.

Q14. What date do candidates need to be available to report for work for each of the four projects?
A14. Anticipated start date is October 5, 2015.

Q15. What are the "normal business hours" as listed on Page 3 of the RFO?
A15. Normal business hours are based on an 8-hour day, 5-day week.

Q16. Re 45 staff on development team, does this include current State staff?
A16. Yes

Q17. Will the vendor or the State be managing this project?
A17. The project(s) will be managed by the State's project management and project team(s).

Q18. Specifically, which financial applications will be upgraded on this project?
A18. Financials Management applications from PeopleSoft 9.1 to 9.2, Accounting, Procurement, Mobile Inventory, and Vendor payment.

Q19. Re tool upgrade, are you seeking a technical DBA or more of a functional resource?
A19. Skills are on the Technical side with the experience of having completed similar project(s).

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: